



05 Dec 13

MEMORANDUM

From: James S. O'Keefe, Captain
CG PSC-PSD

A handwritten signature in blue ink, appearing to be "J. O'Keefe".

Reply to Jose Velazquez
Attn of: (703) 872-6632

To: Voting Assistance Officers

Subj: 2013-2014 US COAST GUARD VOTING ACTION PLAN

Ref: (a) Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), 42 USC 1973ff;
PL 99-410; PL 107-107; PL 107-253; PL 111-84 Subtitle H
(b) DoDI 1000.4, Federal Voting Assistance Program

1. Purpose: Provide a list of actions for Commanders, Commanding Officers, Officers-in-Charge, Installation Voting Assistance (IVA) Officers, and Voting Assistance Officers (VAO) to consider during the 2014 Federal Election Season.

2. Background: Reference (a) protects the right to vote for members of the Uniformed Services, Merchant Marines, their spouses and dependents, and United States (US) citizens residing outside the territorial limits of the US. It requires each Government department to distribute balloting materials and develop a program of information and education for all employees and family members covered by the Act. As the Presidential Designee for oversight of the Federal Voting Assistance Program (FVAP), the Secretary of Defense has directed commanders at all levels to support the FVAP and encourage maximum participation by US Coast Guard personnel and their dependents, in exercising their right to vote. For the 2013-14 Voting Season, the goal is to contact 100% of US Coast Guard personnel and their voting age dependents (if available), and to offer assistance with voting registration, requesting a ballot, and mailing the Federal Post Card Application (FPCA) or National Voter Registration Form (NVRF) for the voter. The dual focus is on 18 to 24 year-old US Coast Guard members and their dependents as well as emphasizing the use of FPCAs to maintain current addresses with Local Election Officials. Reference (b) provides for the execution of the federal voting assistance program.

3. Contacts:

Senior Service Voting Representative (SSVR)

Captain James O'Keefe

Personnel Service Center, Personnel Service Division Chief

james.s.o'keefe@uscg.mil

Service Voting Action Officer (SVAO)

Mr. Jose Velazquez

Personnel Service Center, Personnel Service Division

jose.a.velazquez@uscg.mil

4. Monthly outreach from FVAP and CG SVAO: Each month the IVA Offices will receive an email or phone call from either FVAP or the CG SVAO. The outreach is intended to ensure that contact information is accurate. IVA Offices are to reply to the email or phone call within 48 hours.

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Encl: (1) Important Dates for US Coast Guard Voting Assistance Officers

Important Dates for US Coast Guard Voting Assistance Officers



Order Supplies

Ensure publication/form/poster quantities are accurate with SVAO. This is an ongoing task for all VAOs. This will ensure you receive updates as they are published.



Measures of Effect and Performance

VAOs and Installation Voter Assistance Offices must submit metrics covering the period from 1 Oct - 31 Dec 2013. VAO's and IVAO's submit to the USCG SVAO



National Voter Registration Act Metrics

Recruiting Stations/CGA/TRACEN Cape May must submit NVRA voting assistance metrics covering the period from 1 Oct - 31 Dec 2013.



Distribute FPCAs to eligible voters

Deadline for VAOs to distribute FPCAs to all eligible. Forms should be sent to their local election official to apply to register or to update their absentee registration address. This is an annual requirement, and allows local election officials the ability to update their mailing lists. Online: <http://www.fvap.gov/FPCA/fpcachoice.html> or downloadable: <http://www.fvap.gov/resources/media/fpca.pdf>



Measures of Effect and Performance

USCG SVAO submits Quarterly metrics to FVAP.



Annual Voting Report

Annual USCG Voting report due to FVAP NLT 1 February 2013. Format of the Annual Report is determined by the Director, FVAP.



Measures of Effect and Performance

VAOs and Installation Voter Assistance Offices must submit metrics covering the period from 1 Jan - 31 Mar.



National Voter Registration Act Metrics

Recruiting Stations/CGA/TRACEN Cape May must submit NVRA voting assistance metrics covering the period from 1 Jan - 31 Mar.



Measures of Effect and Performance

USCG SVAO submits Quarterly metrics to FVAP.



SVAO Contact Calls to Installation Voting Offices

SVAO verifies contact information for all USCG Installation Voting Assistance Offices, ensuring phone number, location, and point-of-contact information are current as listed on FVAP's website: <http://www.fvap.gov/contact/ivaoffice/marines.html>



Measures of Effect and Performance

VAOs and Installation Voter Assistance Offices must submit metrics covering the period from 1 Apr – 30 Jun.



National Voter Registration Act Metrics

Recruiting Stations/CGA/TRACEN Cape May must submit NVRA voting assistance metrics covering the period from 1 Apr – 30 Jun.



Measures of Effect and Performance

USCG SVAO submits Quarterly metrics to FVAP.



Recommended Voting Assistance Officer Training Day

Voter Assistance Officers and their office personnel who assist voters, should complete the appropriate voting assistance training.



Measures of Effect and Performance

VAOs, Recruiters, and Installation Voting Assistance Offices must submit metrics covering the period from 1 Jul - 30 Sep 2014.



National Voter Registration Act Metrics

Recruiting Stations/CGA/TRACEN Cape May must submit NVRA voting assistance metrics covering the period from 1 Jul – 30 Sep.



Election Day

Provide members with opportunity to get to polling stations.

Ongoing Tasks	
Check-ins	VAOs should provide an opportunity for all voters to complete an FPCA to update their address for their local election official, to ensure proper mailing of voting materials. VAO's should be on the unit check-in sheet to ensure this opportunity is provided to all personnel during their check-in at a new unit.
Directory Information	The Installation Voting Assistance Officers must maintain a directory of all subordinate VAOs email addresses and office telephone numbers. This directory must be updated at least quarterly.
Website Information	Provide the current contact information of Voting Assistance Officers/Offices on the organizations website.
Public Affairs	VAOs must work with PAO to publicize any special elections or ballot measures, and inform military personnel and their family members of their right to vote. Voting outreach efforts should be incorporated into military and family appreciation events.
Voting Alerts	VAOs can sign up for voting alerts/RSS Feeds using FVAP.gov to receive tailored voting assistance updates and messages.
Training	Voting Assistance Officers must complete VAO training prior to assuming the duties as the VAO.

Key FVAP Resources for VAOs

Website	FVAP.gov	Up-to-date <i>Voting Assistance Guide</i> and FPCA and FWAB online assistants
Email	vote@fvap.gov	Email FVAP with voting assistance questions
Telephone	1-800-438-VOTE (8683)	Call FVAP with voting assistance questions
Facebook	Facebook.com/DoDFVAP	FVAP and UOCAVA updates
Twitter	Twitter.com/FVAP	FVAP and UOCAVA updates